



SOLE SOURCE DETERMINATION

Project Name / Contractor: Loyola Marymount University
Estimated Cost: \$36,000
Funding Source: US EPA 320 Grant
Date: 6/27/2017 - Revised

Prior to subcontracting, all projects performed by third parties (subcontractors) require the initiation of a competitive bidding process consistent with funding agency guidelines and TBF policies and procedures. Please check with the funding agency and TBF Admin before completing a Sole Source Determination form.

SOLE SOURCE NOTE:

The service or product sought must be available from only one vendor. The service or product required by TBF is one-of-a-kind and is not available through any other source. Please answer the questions below for approval consideration.

SOLE SOURCE JUSTIFICATION QUESTIONNAIRE

Sole Source Agency/Individual: Loyola Marymount University

Please address all that apply, respond with specific answers:

a) If the service or product required by TBF is one-of-a-kind, provide background information and how it was determined to be so:

The service sought is one-of-a-kind, the Foundation seeks a partnership to hire qualified interns to perform specific tasks related to our Bay Restoration Plan (BRP). The Foundation seeks a comprehensive and cost-effective approach to advance specific objectives identified in the BRP. This intern resources provided by the Loyola Marymount University (LMU) is one-of-a-kind for the following reasons:

- a) Unique History. The Foundation has worked with LMU for a several years now, and LMU has consistently been a prominent source of interns and volunteers to the Foundation, supplying the Foundation with thousands of hours to date, to advance the BRP goals and objectives. Because of its many years of close relationship with LMU and its students, the Foundation staff is very familiar with the quality of the interns and is able



recruit the best interns expeditiously to advance our projects and programs. Thus we feel very confident we are getting good interns to achieve the goals we have outlined for them.

- b) **Resources Available.** The Bay Foundation is housed on the campus of the University, and as part of a mutually beneficial agreement with the University, we provide real life science application experience and opportunities to interns and volunteers; our staff -- Executive Director and Director of Watershed Programs -- teach classes to benefit the LMU students; and in turn, the University provides resources to the Foundation that are very valuable to the Foundation and LMU interns, such as access to labs and lab equipment, access to meeting and planning spaces, access to large conference and symposium forums for events like the Bay Restoration Plan and annual conferences, and access to a network of knowledgeable researchers and databases.
- c) **Physical proximity.** Our organization is housed on campus of the University and aside from resources made available to the Foundation, this proximity allows us to coordinate, plan, and interact with student interns to implement our tasks; such proximity renders an advantage that results in time and money savings as well as reduction of negative environmental impacts caused by distant traveling.

b) If there are unique features to successfully complete the desired result, please identify those features in detail and state why only this vendor can achieve it:

Please see Unique History, Resources Available, and Physical Proximity above. The Foundation works and continues to look forward in working with other vendors and universities in other capacities and expertise levels, on ongoing and ad-hoc challenges and projects. However, the service and partnership this time is most suited with LMU.

c). Please provide information on other vendors with models available and explain why they were rejected:

Please see Unique History, Resources Available, and Physical Proximity above. Additionally, the Foundation is looking for a long-term strategic approach have a continued pool of qualified interns, therefore establishing an ongoing intern program as well as a strengthening our relationship with LMU has been identified as important for the present and future implementation of the BRP objectives.

d). Please indicate any other circumstances, e.g. undue hardships to TBF, timeframe urgencies, etc.:

Establishing a relationship of this nature with other vendors would need considerable allocation of resources. We estimate the cost with another vendor to be at least double the cost with LMU for this service. Additionally, LMU is a committed partner that will share costs associated with an ongoing intern program.



Administrative Determination

SOLE SOURCE: NO _____ YES ✓.

Review and Analysis (Admin):

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SOLE SOURCE APPROVAL:

Tom Ford, Executive Director

Name and Title

Signature

Date